

**Faculty Council**
**Meeting Specifics**

<b>Purpose</b>	<b>Cadence</b>	<b>Executive Sponsor</b>
Regularly Scheduled	Third Tuesday of the Month	Dean DiPaola
<b>Date</b>	<b>Time</b>	<b>Location</b>
Tuesday, March 17, 2020	5:00-6:00 p.m.	MN136 and Zoom

**Committee Chair(s) and Members**

<b>Basic Science Members</b>	<b>Clinical Science Members</b>
<input checked="" type="checkbox"/> Blonder, Lee X.	<input checked="" type="checkbox"/> Ballard, Hubert (Vice Chair)
<input checked="" type="checkbox"/> Hatcher, April R.	<input checked="" type="checkbox"/> Deep, Kristy S.
<input type="checkbox"/> Mellon, Isabel	<input type="checkbox"/> Fragneto, Regina
<input checked="" type="checkbox"/> Spear, Brett	<input checked="" type="checkbox"/> Gabriel, Gaby E.
<input checked="" type="checkbox"/> Whiteheart, Sidney	<input checked="" type="checkbox"/> Hays, Lon R.
<input checked="" type="checkbox"/> Wilcock, Donna (Chair)	<input checked="" type="checkbox"/> Stevens, Julia C.

**Visitors and Standing Guests**

<input checked="" type="checkbox"/> Adams, Quinn (Standing Guest)	<input checked="" type="checkbox"/> Ross, Shavonna (Standing Guest)	<input checked="" type="checkbox"/> Tannock, Lisa (Standing Guest)
<input checked="" type="checkbox"/> DiPaola, Robert (Standing Guest)	<input checked="" type="checkbox"/> Sanger, Matthew (Standing Guest)	
<input checked="" type="checkbox"/> Jones, Davy (Guest)	<input checked="" type="checkbox"/> Sawaki Adams, Lumy (Standing Guest)	

<b>Agenda Item</b>	<b>Presenter/Facilitator</b>
Call to Order	Donna Wilcock
Declaration of Quorum	Donna Wilcock
Approval of Minutes February 18, 2020 Meeting	Donna Wilcock
Faculty Council Chair Transition (10 minutes)	Hubert Ballard
Faculty Council Clinical Vacancy (10 minutes)	Chair
Transfer of Educational Unit (15 minutes) Center for Muscle Biology	Charlotte Peterson/Karen Badger
COVID-19: Academic Continuity Planning (10 minutes)	Dean DiPaola
Medicine Representation on University Senate (5 minutes)	Davy Jones
Next Meeting <ul style="list-style-type: none"> <li>• April 21, 2020 – CTW 127 <ul style="list-style-type: none"> <li>○ Note location change due to window replacement in MN136</li> </ul> </li> </ul>	

<b>Action Item</b>	<b>Assigned to</b>	<b>Due Date</b>
Invite J. McFarlin, MD, Neurology, to join Faculty Council as a clinical member	Q. Adams	March 18, 2020
End cycle of current meeting invitation and create a new one to reflect revised Faculty Council membership	S. Ross	March 25, 2020

Notes	
Topic	Discussion
Opening Remarks	<ul style="list-style-type: none"> <li>• Meeting called to order by D. Wilcock.</li> <li>• Quorum declared at 5:04 p.m. (ten (10) members present).</li> <li>• Minutes from February 18, 2020, meeting accepted and approved.</li> </ul>
Faculty Council Chair Transition	<ul style="list-style-type: none"> <li>• D. Wilcock resigned as chair and from the council due to assuming new role as assistant dean of biomedicine.</li> <li>• H. Ballard facilitated vote for A. Hatcher to fulfill role as Faculty Council Chair. J. Stevens moved to nominate A. Hatcher and S. Whiteheart seconded. Motion was unanimously approved by the Council.</li> <li>• Vote: Yes: 10 (members present) No: 0</li> </ul>
Transfer of Educational Unit: Center for Muscle Biology	<ul style="list-style-type: none"> <li>• K. Badger and C. Peterson from the college of health sciences discussed the proposal and reviewed slides associated with the transfer of the educational unit, Center for Muscle Biology, from the College of Medicine to the College of Health Sciences. The proposal and slides are attached for full details.</li> <li>• L. Blonder moved to endorse the transfer of the unit and S. Whitehear seconded. The motion was approved without dissent.</li> </ul>
Faculty Council Clinical Vacancy	<ul style="list-style-type: none"> <li>• There is an imbalance between Basic Science and Clinical membership. With D. Wilcock stepping down, it is necessary to fill her seat with a clinical faculty member to balance the group's membership. The next clinical faculty member to invite is Jessica McFarlin, MD, in Neurology.</li> <li>• Q. Adams to contact J. McFarlin. If J. McFarlin does not want to participate, then Iwinski Jr., Henry J., MD, will be contacted.</li> <li>• S. Ross to create a new meeting series invitation to include updated membership and standing guests.</li> </ul>
COVID-19 Academic Continuity Planning	<ul style="list-style-type: none"> <li>• Dean DiPaola debriefed Faculty Council on the latest regarding changes in the College of Medicine due to the COVID-19 pandemic: <ul style="list-style-type: none"> <li>– Leadership team meeting regularly to address urgencies.</li> <li>– Clerkship suspensions to conserve Personal Protective Equipment (PPE) and to help ensure the safety of students.</li> <li>– Dialogue with the Dean will begin on Thursday, March 19, 2020, to keep all College of Medicine faculty, staff, and learners apprised of the latest updates. Questions stemming from the previous day's dialogue will be answered at the next day's briefing.</li> <li>– Remote Work Requests reviewed by the Dean's office pertain to PA1000 employees: staff, post-docs, graduate assistants, and STEPS. Supervisors can speak to these requests because they know operations best. Be in communication with Chairs so they are informed.</li> </ul> </li> </ul>

<p>COVID-19 Academic Continuity Planning (cont.)</p>	<ul style="list-style-type: none"> <li>- Regarding research: <ul style="list-style-type: none"> <li>▪ Use discretion starting new projects. Attend to safety concerns (symptoms/exposure).</li> <li>▪ B. Garvy sent a message, which was vetted by the VPR, pertaining to research: <ul style="list-style-type: none"> <li>• All staff should work directly with their supervisor to identify needs of the lab and the potential of remote work. For those individuals funding through an NIH grant, wages will continue to reflect the time allocated within the grant.</li> <li>• Each supervisor should review and address the needs of the individual lab and consult with the chair to ensure the department continues to function appropriately.</li> <li>• All students should work directly with their supervisor and are encouraged to work remotely or alternate shifts to maintain proper social distancing if at all possible. All should follow the lab's protocols related to maintenance of samples, animals, etc. It is also encouraged at this time learners use this remote time to draft papers, manuscripts, grants, etc.</li> </ul> </li> </ul> </li> <li>- Dean DiPaola encouraged faculty to send questions about curriculum to C. Griffith and C. Feddock.</li> <li>• L. Blonder said student emails should also go to faculty so they have the information to reference when students ask questions. Dean DiPaola said he would bring this to the Education Team's attention.</li> <li>• A. Hatcher asked if it was too soon to announce an in-person summer course to students. This course is offered as part of the requirements for the anatomy teaching certificate program. Dean DiPaola does not think now is the time but suggested she contact C. Griffith and C. Feddock (and copy Dean DiPaola and M. Sanger) to explore options for this course offering and for student communication.</li> </ul>
<p>Medicine Representation on University Senate</p>	<ul style="list-style-type: none"> <li>• D. Jones informed the Faculty Council that the College of Medicine currently has eight (8), instead of four (4), elected senators in the Clinical Title Series on the University Senate.</li> <li>• D. Jones summarized various ways to approach a correction of the current apportionment: <ul style="list-style-type: none"> <li>- Immediate correction by not electing any Clinical Title Series in the next election; or</li> <li>- Limit the elected Clinical Title Series to not more than two (2), one (1) and one (1) in the 2020, 2021, and 2022 elections.</li> </ul> </li> <li>• The Faculty Council was of unanimous consent for the latter solution.</li> </ul>

Other Business	<ul style="list-style-type: none"><li>• None. Meeting ended at 6:02 p.m.</li></ul>
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